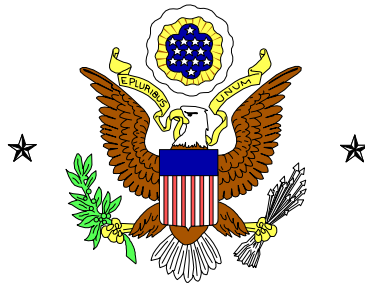


PHONE: (800) 416-6830

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF VIRGINIA  
LYNCHBURG DIVISION

1100 Main Street  
ROOM 212  
Lynchburg, VA 24504



## SUMMONS FOR PETIT JURY SERVICE

### THIS COURT SUMMONS YOU TO APPEAR FOR JURY DUTY

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You will be "*on call*" for a six-month period. Although you are on call, you will only be required to report for jury selection a few times during your term of service. The number of times may vary depending on the needs of the Court. The jurors instructed to report are rotated within the panel to help minimize appearance dates.

Each time your name is drawn for jury service, you will receive a **NOTICE TO PETIT JURORS TO APPEAR** to give you a specific date on which you will be required to report for jury service. Please read the attached Petit Jury Information Sheet. These instructions should be read carefully and you should find them self-explanatory. However, if after reading them completely, you have any questions, please phone the Jury Clerk's Office at (800)416-6830.

You should be aware that Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed shall be ordered by the district court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$100 or imprisoned not more than three days or both." You **MUST** complete the enclosed Juror Information Form and return to the Court within ten (10) working days.

*Please read attached information before calling Jury Clerk*

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF VIRGINIA**

**PETIT JURY INFORMATION SHEET - LYNCHBURG DIVISION**

The following information will be important throughout your term of jury service. It is suggested that you **keep this information sheet and refer to it each time you receive a NOTICE FOR JURY SERVICE**. Other questions regarding jury service should be addressed to the Office of the Clerk, United States District Court, Post Office Box 744, Lynchburg, Virginia, 24505 (Telephone: (434) 847-5722 or toll-free 1-800-416-6830).

**LOCATION:** The United States Courthouse is located at 1100 Main Street in Lynchburg, Virginia. Each day you are scheduled to report for jury service, you should register at the Office of the Clerk, Room 212.

**REQUESTS TO BE EXCUSED:** The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your jury term, these absences **do not** constitute a valid reason for being excused for the entire term. As soon as you know of the dates you need to be excused, please notify the court in writing. Except for unforeseen emergency situations, requests to be excused from jury service on the basis of undue hardship or extreme inconvenience will not be considered unless a written request is filed with the Clerk, not less than three days **prior** to the date a juror is required to report. If you appear for jury duty only to request an excuse, you **will not** be paid fees. Requests to be excused for medical reasons **must** be accompanied by a letter from your physician. The Clerk **will not** contact your physician for this information. **\*\*Do not ask your employer to request an excuse for you--requests from your employer will not be considered.**

**EMPLOYMENT STATUS:** Federal Law (28 U.S.C. §1875) provides for the protection of jurors' employment. A discharge from employment, a threat to discharge, intimidate or coerce any permanent employee, by reason of such employee's jury service or the attendance or the scheduled attendance in connection with such service should be promptly called to the attention of the Court.

**FEDERAL GOVERNMENT EMPLOYEES:** Full time, part time, or temporary employees of the Federal Government, **excluding Postal employees**, who serve as jurors in Federal Court are not entitled to an attendance fee, unless such person was in a non-pay status during all or part of his period of jury service. If you are a Federal Government employee, you should report this fact to the Office of the Clerk.

**PARKING:** Jurors are responsible for any violation tickets issued by the Police Department or other authority. Parking is available in the Webb Parking Lot in the 1000 block of Main Street, entering on the right next to Crestar Bank. You will be reimbursed for reasonable parking fees incurred. Parking on the street adjacent to the Courthouse or in the City Parking Lot in the 900 block of Main Street for longer than one hour may result in parking tickets.

**FACILITIES:** There is a drink machine and snack machines located in the first floor lobby area. A pay phone is located in the second floor lobby. Restrooms are located on the second and third floors around the corners from the elevators. If anyone prefers to bring their own lunch or refreshments, the Clerk's Office will provide a refrigerator for your use.

## **PETIT JURY INFORMATION SHEET - (continued)**

**JURY FEES:** You will be paid an attendance fee of \$40.00 per day for your jury service and will be reimbursed .375 cents per mile for the round-trip mileage from your home to the courthouse. If it is necessary for you to use public transportation (except taxi cabs), the actual reasonable expense of such public transportation will be paid. If you live more than 100 miles one way from Lynchburg, you may spend the night and be paid an additional \$102.00. Your jury fees will be paid to you as soon after the session of court as possible. W-2 forms will not be issued at the end of the year; however, we suggest that you keep an independent record of your **attendance fees** received during the current year. If you earn \$600.00 or more in attendance fees in a calendar year, Form 1099 will be filed with the Internal Revenue Service reporting that income. Completion and return of the Juror Information Form enclosed with your summons will expedite the payment of your jury service fees.

**ATTENDANCE INSTRUCTIONS:** When you have been notified to report for jury duty on a certain date and time, you are **required** to do the following prior to reporting for jury service:

1. Anytime after 6:00 p.m. on the date **BEFORE** you are to appear for jury service, call the toll free telephone number **1-800-416-6830**.
2. Upon reaching the above number, you will receive a recorded message advising you if there is any change in your reporting for jury duty. Even if there is not a change, there will be a recorded message advising you to report as requested in your Notice. The answering service will not take messages. The answering service may be quite busy so please dial as often as necessary to receive your information. If you need to talk to the Jury Clerk, you may call 434-847-5722 during regular office hours.

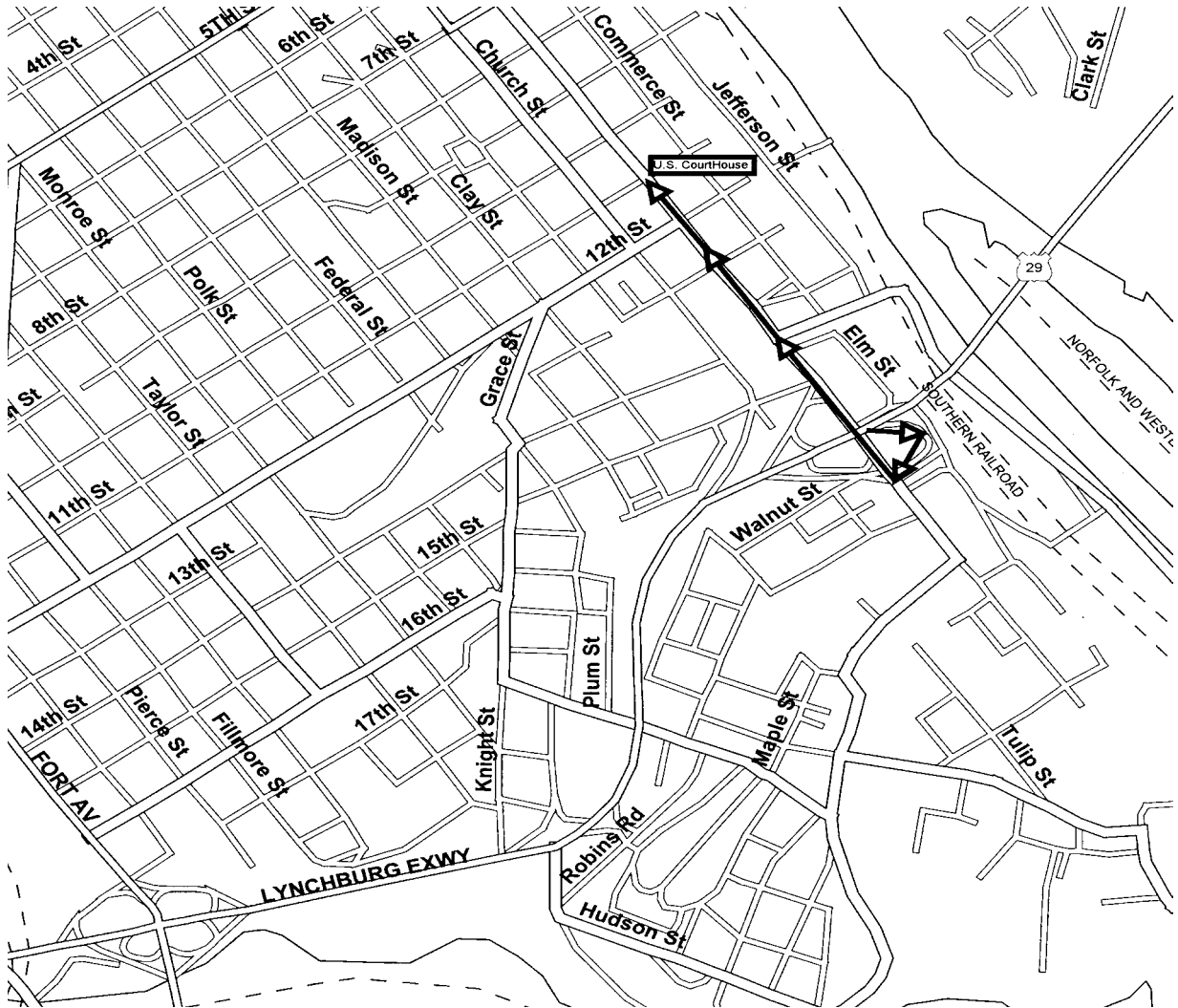
**PLEASE MAKE SURE THAT YOU HAVE VERIFIED THE FACT THAT YOU ARE REQUIRED TO ATTEND BY CALLING 1-800-416-6830 BEFORE YOU LEAVE YOUR HOME. FAILURE TO CALL 1-800-416-6830 FOR INSTRUCTIONS COULD CAUSE YOU TO LOSE THE ATTENDANCE FEE AND MILEAGE.**

The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the Court or staff can do to make your service more pleasant, please let us know. You are reminded to keep this information sheet and refer to it each time you are scheduled to report for jury service, particularly to the section regarding attendance instructions. Thank you.

**JOHN F. CORCORAN, CLERK**

By: *Carolyn Proffitt*  
Jury Clerk

## DIRECTIONS TO THE FEDERAL COURTHOUSE



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### Directions to the Courthouse

From US 29 Expressway North, take Main Street Exit marked Downtown. At the end of the ramp, bear right and go through three traffic lights. The U. S. Courthouse is on the right at the corner of Eleventh and Main Streets.

From US 29 Expressway South, take the Main Street Exit. At the end of the ramp, there is a traffic light. Turn left and go through two more traffic lights on Main Street. You will see the Courthouse on the right at the corner of Eleventh and Main Streets.

From US 460 heading East, turn at the left-hand exit marked "To Buena Vista 501". Go through two traffic lights. Take the exit to the right for US 29 North. Take the Main Street Exit marked Downtown. At the end of ramp, bear right and go through three traffic lights. The U. S. Courthouse is on the right at the corner of Eleventh and Main Streets.

From US 460 heading West, take the 501 to 29 N Exit, follow signs to US 29 North. Take Main Street Exit marked Downtown. At the end of the ramp, bear right and come through three traffic lights. The U. S. Courthouse is on the right at the corner of Eleventh and Main Streets.

## INFORMATION FOR JURORS

The following information is provided for your use while attending Court in Lynchburg. If any additional information is needed, please call the Jury Clerk at (434) 847-5722 or (800) 416-6830.

### ADDRESS AND TELEPHONE NUMBER OF HOTELS AND MOTELS:

Econo Lodge  
2400 Stadium Road  
Lynchburg, VA  
(434)847-1045 or 1-800-424-4777  
(Route 29 Expressway, follow signs to City Stadium)

Comfort Inn  
Odd Fellows Road  
Lynchburg, VA  
(434)847-9041 or 1-800-228-5150  
(Route 29 Expressway, Exit 7)

Villager Lodge/Ramada Inn  
Odd Fellows Road  
Lynchburg, VA  
(434)847-2092 or (434)847-4424  
(Route 29 Expressway, Exit 7)

Innkeeper  
2901 Candler's Mountain Road  
Lynchburg, VA  
237-7771 or 1-800-822-9899  
(Route 29 Expressway; Exit 8A)

### EMERGENCY MEDICAL SERVICES

Lynchburg General Hospital  
1901 Tate Springs Road  
Lynchburg, VA  
(434)947-3000 or  
(434)947-3027 (Emergency Department)

### FOOD SERVICES

There are drink machines located on the first floor of the U. S. Courthouse Building. In addition, there are several inexpensive restaurants located within a block or two of the Courthouse.

## PETIT JURY INFORMATION FORM

Dear Juror:

In order to give the court more information about you as a juror, including any information which may have changed since your juror's qualification questionnaire was submitted, would you please print answers to the questions on this form and return it in the enclosed envelope. If you have moved to another state you need only to fill out the name and address and include a telephone number.

LAST NAME	FIRST	MIDDLE INITIAL	SOCIAL SECURITY NUMBER		
			( )		
STREET ADDRESS	P O BOX	CITY	STATE	ZIP	HOME PHONE NUMBER

HOW LONG HAVE YOU LIVED IN THIS COUNTY? HOW LONG HAVE YOU LIVED IN THIS STATE? (YEARS & MONTHS)

PLACE OF BIRTH	AGE	NUMBER OF CHILDREN	HIGHEST GRADE OF EDUCATION COMPLETED		
ARE YOU: (CIRCLE ONE)	SINGLE	MARRIED	WIDOWED	SEPARATED	DIVORCED
				( )	
ARE YOU EMPLOYED? YES / NO		YOUR OCCUPATION OR BUSINESS		WORK PHONE NUMBER	

YOUR FIRM OR EMPLOYER'S NAME AND BUSINESS ADDRESS

ARE YOU A SALARIED EMPLOYEE OF THE US GOVERNMENT? IF YES, GIVE DAILY WORK HOURS \_\_\_\_\_  
AND REGULAR DAYS OFF \_\_\_\_\_.

IF RETIRED, YOUR OCCUPATION AND PLACE OF BUSINESS BEFORE RETIREMENT

SPOUSE'S OCCUPATION AND PLACE OF OCCUPATION OR BUSINESS

IF SPOUSE IS RETIRED, OCCUPATION AND PLACE OF OCCUPATION BEFORE RETIREMENT

ARE ANY CHARGES NOW PENDING AGAINST YOU FOR A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? YES OR NO

HAVE YOU EVER BEEN CONVICTED OF A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? CIRCLE: YES OR NO

IF "YES," WERE YOUR CIVIL RIGHTS RESTORED? CIRCLE: YES OR NO

DO YOU HAVE ANY PHYSICAL OR MENTAL INFIRMITY WHICH WOULD IMPAIR YOUR CAPACITY TO SERVE AS A JUROR? CIRCLE: YES OR NO

IF "YES," STATE PHYSICAL OR MENTAL INFIRMITY.  
IF ANSWER IS YES AND YOU SEEK AN INFIRMITY EXCUSE, PLEASE INSERT A LETTER FROM YOUR PHYSICIAN

I DECLARE UNDER PENALTY OF PERJURY THAT ALL ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF

SIGN HERE

DATE